

SAMPLE PROCUREMENT POLICY FOR DISTRICT #1 FOOD SERVICE

*Below are samples only and other language can be used, adjusted, or utilized. **This is a template.** Please feel free to make changes, additions or add any other necessary items to meet the needs or your SFA. Delete all language that is unnecessary or explanatory. **This document includes sample clauses, please delete samples not utilized.***

DISTRICT #1 will adhere to the following policy requirements for any procurement related to food service:

Purchases:

- Purchases greater than \$80,000:
 - If the aggregate amount exceeds eighty thousand dollars (\$80,000.00), it is considered a **formal purchase**. The contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding the formal procurement process.
- Purchases greater than \$3,500 and less than \$80,000:
 - Any purchase greater than three thousand dollars five hundred (\$3,500.00) and less than eighty thousand (\$80,000.00) is considered a **small purchase** and does not require a bid process; however, the small purchase shall be made on a competitive basis.
 - DISTRICT #1 will obtain two or more **price quotes** when any purchase will cost more than three thousand five hundred (\$3,500.00) and less than eighty thousand dollars (\$80,000.00).
- Purchases less than \$3,500:
 - Any purchase below three thousand dollars five hundred (\$3,500.00) is considered a **micro-purchase**. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, DISTRICT#1 must distribute micro-purchases equitably among qualified suppliers.

Bid Specifications:

DISTRICT #1 contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School DISTRICT #1 may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American:

DISTRICT #1 will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, Exceptions are allowed when:

- Food preferences can only be met with foreign goods
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is **significantly** higher

Standard of Conduct for DISTRICT #1 Employees:

DISTRICT #1 maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:

- No DISTRICT #1 employees will engage in any procurement when there is a conflict of interest, real or perceived, and DISTRICT #1 employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors.
- No DISTRICT #1 employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an affectionate personal relationship
 - An organization which employs or is about to employ any of the above
- DISTRICT #1 would like all employees to behavior with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.